

8 February 1967

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Report of Cable Secretariat Operations
for the Month of January 1967

1. Cables Processed

A. The combined work units of CIA and non-CIA totaled 58,334 items broken down as follows:

CIA IN	21,131
CIA OUT	7,927
Miscellaneous (including Archives 735)	4,286
Non-CIA Units	<u>24,255</u>
 TOTAL	58,334

B. CIA IN and OUT cables totaled 29,058 for the period 1-31 January 1967 up 4% compared to the same period in 1966 (27,911) and 29% more than the base period 1963 (22,572).

C. Non-CIA cables for 1-31 January 1967 totaled 24,255, an increase of 7% over the same period in 1966 (22,693) and 64% more than the base period 1963 (14,738).

D. Work units totaled 58,334 for 1-31 January 1967 which is 4% more than the same period 1966 (55,834) and 40% (41,740) over the base period 1963. Our Monday-Friday average for January 1967 was 2,178 items with an average of 1,881 items completed each 24 hours including Saturdays and Sundays.

E. 1,197 cables or 2% of all cables processed were furnished to the Director as compared to 919 or 2% for December 1966.

2. Personnel

During the month we gained four persons (two returned from military duty, one from maternity leave, and one from the clerical pool) and lost one (to return to private industry). This leaves our strength at [redacted] still 7 short of our T/O of [redacted]. Only exceptional performance on the part of those assigned

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makes it possible for us to get the job done, and even then with some errors and time lags which should not be.

3. General

A. [REDACTED] from the Office of Personnel, spoke to me regarding our use of overtime. After discussing the problem, he indicated that it seemed to him we were making good use of overtime.

B. I visited FE and AF Division registries as well as representative branches and desks in those Divisions as a forerunner to determining how and to what extent the automation of cable processing might assist them. I will visit other units with the same objective.

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[REDACTED]
Cable Secretary

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